

3701-8-07

Data and maintenance of records.

(A) Providers ~~shall~~will oversee and ensure:

- (1) Data entry, as ~~required~~stipulated by the department, into the statewide data system within ten business days of the activity, except when otherwise specified;
- (2) Home visiting supervisors ~~must~~will process progress notes within fifteen business days of submission by the home visitor;
- (3) Information entered into the statewide data system is consistent with the information in the program participant's record;
- (4) All staff ~~required to who~~ enter data, or supervise the entry of data into the statewide system, complete all department ~~required~~stipulated trainings;
- (5) ~~Required state~~State and model reports regarding data quality, compliance, monitoring, goals and outcomes are completed;
- (6) That prior to granting individuals initial access or reactivation of previous access to the statewide data system, individuals have completed and submitted a data system user agreement form approved by the director;
- (7) Notification to the department for deactivation of access to the statewide data system upon a user's termination, resignation, or a change in scope of duties that no longer warrants access to the data, within 10 business days of activity initiating the deactivation;
- (8) That inactive users, or those who have not logged in within sixty days, or those with an expired Home Visiting Credential, have their access terminated;
- (9) Adherence to section 3701.17 of the Revised Code and other applicable federal and state laws, regulations, and rules with regard to confidentiality and security of personally identifiable information;
- (10) That only one record is generated for each home visiting participant, ~~containing requirements specified in~~ in accordance with paragraph (B) of this rule.

(B) The record of every family and caregiver receiving home visiting services ~~shall~~will meet evidenced-based or promising-practice model implementation standards, and at a minimum contain:

- (1) Documentation of eligibility for home visiting services;

- (2) Screening and assessment tools administered; ~~in accordance with provider agreement;~~
 - (3) All family goal plans and family goal plan revisions;
 - (4) Referral and referral follow-up provided on behalf of the family, if applicable, on a form approved by the director;
 - (5) A consent to receive home visiting services signed by the primary caregiver on a form approved by the director. This consent ~~shall~~will indicate that the family was provided information on the benefits of home visiting services;
 - (6) Consent to release information and coordinate health and social service referrals on a form approved by the director;
 - (7) Copies of pertinent written correspondence received from and sent to the family, other health and/or social service providers.
- (C) Records ~~shall~~are mandated to be retained electronically to fullest extent possible. In the event electronic record keeping is not possible, paper records ~~shall~~will be maintained in accordance with this chapter and must be retained for a period of six years from the date of receipt of payment for the service or until an audit is completed whichever is longer. All documentation ~~shall~~will be made available to the department upon request.
- (D) Upon request from a home visiting participant, providers ~~shall~~will provide:
- (1) A list of the types and locations of records collected, maintained, or used by the provider; and/or
 - (2) One electronic or paper copy of the complete record, free of charge and in accordance with rule 3701-8-08 of the Administrative Code.
- (E) If a program participant exits services or transfers to another provider within a department supported system, the current provider ~~shall~~will retain the original file, and provide, with written consent from the family, an electronic or paper copy of the participant's record to the new provider in a secure fashion. Information maintained in the statewide data system ~~shall~~will be updated before transfer of the program participant's record.
- (F) Providers ~~shall~~will document in the participant's record a log of every request made and granted to access or receive a copy of a program participant's record. Documentation log ~~must~~will include the name of the requester, the date the request was received by

the provider, the date access was granted to the requester, and the purpose for which the individual is authorized to see or have a copy of the record.

- (G) All data is property of the department, and any research proposals whether internal or external, involving past or present participants, ~~must~~are obligated to first be approved by the department's institutional review board (IRB). Approval or denial of each request ~~shall~~will be communicated to the requesting entity.

Effective:

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Certification

Date

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